



PLEASE POST

THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT

POSITION POSTED: Court Clerical Worker – Physical Exertion
SALARY RANGE: \$24,454.00 - \$31,551.00
DATE POSTED: January 31, 2018 – February 21, 2018

NOTE: Individuals hired in this job title will start at the minimum salary rate.

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications.

A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.

MINIMUM QUALIFICATIONS:

- High school graduation or its equivalent.
- One year of clerical experience.
- Experience in using MS Office Suite.
- Ability to type 20 WPM.
- Ability to lift 25 pounds

DESCRIPTION OF WORK:

Under direct supervision, performs a variety of functions that support all operations. This position requires application of various work methods and procedures, as well as familiarity with Court functions, policies and practices. Performs routine clerical support duties.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the examination process shall be placed on the eligibility list.

NOTE: Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX-70% MIN)

Evaluation of Training, Experience & Personal Qualifications	Pass/Fail
Written Examination	50%
Interview	50%

APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.

APPLICATION PROCEDURE AND DEADLINE:

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement.** **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED FROM THE FOLLOWING WEBSITE www.3rdcc.org. A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION.** An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****

**Third Judicial Circuit of Michigan
Office of Human Resources**

**Classification Code: 0200-001
0200-001 A**

Date Issued: 03/31/2016

TITLE: **COURT CLERICAL WORKER
COURT CLERICAL WORKER-Physical Exertion**

SUMMARY:

Under direct supervision, performs a variety of functions that support all operations. This position requires application of various work methods and procedures, as well as familiarity with Court functions, policies and practices. Performs routine clerical support duties.

ESSENTIAL FUNCTIONS:

1. Retrieves, opens, distributes and processes correspondence and files.
2. Types routine and standardized forms and correspondence.
3. Screens phone calls and visitors, forwards calls or takes messages, greets visitors and provides information to employees and the public.
4. Performs routine sorting and filing of correspondence, records and reports.
5. Receives and processes files, records, reports and other legal documents following established procedures.
6. Conducts searches and retrieves files, records, reports and other legal documents from the filing system. Prepares documents and files for storage.
7. Operates computers, copy machines and other office equipment.
8. Performs basic word processing functions, including proofreading and checking work for accuracy.
9. Maintains records in databases, spreadsheets and logs.
10. Lifts full mail bins, boxes and files. **(Classification Code 0200-001A)**
11. Performs other duties as assigned.

QUALIFICATIONS:

- High school graduation or its equivalent.
- One year of clerical experience.

- Experience in using MS Office Suite.
- Ability to type 20 WPM.
- Working knowledge of business English, spelling and math, office practices and procedures.
- Ability to operate office equipment.
- Ability to meet and interact with the public and deal courteously and effectively with their questions or problems, seeking assistance when needed.
- Ability to establish and maintain effective working relationships with coworkers, employees, officials and external contacts.
- Ability to communicate effectively, both verbally and in writing.
- Ability to understand and carry out verbal and written instructions and to request clarification when needed.
- Ability to lift 25 pounds **(Classification code 200-001A)**

LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:

- Candidates considered for placement in this job title will be subject to a criminal background investigation.

The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.

NOTES:

03/31/16	New Title (Replaces Clerk I and Clerk II).
5/6/16	Updated for content.